



Undergraduate Admissions Appeals Policy	
Responsible Official: Vice President for Student Life and Enrollment	Responsible Office: Admissions

Policy Purpose

This policy specifies the appeals process for a prospective undergraduate student who is denied admission to East Tennessee State University.

Policy Statement

If a prospective student is denied admission to ETSU, the individual may file one (1) appeal.

I. Requirements for Filing an Appeal.

A prospective student’s written appeal must be submitted in writing seven (7) or more business days before the start of the semester to which the individual is applying for admission and must follow the procedures outlined in the Notice of Decision.

II. Consideration of Appeal.

The Admissions and Readmission Appeals Committee will consider an appeal that meets all the requirements of this policy. The Admissions and Readmission Appeals Committee will make a recommendation to the Provost. The Provost or designee will make the final decision to approve or deny an appeal. The Office of Admissions will provide a Notice of Decision to the prospective student.

Authority: Focus Act, TCA 49-8-101

Defined Terms

A defined term has a special meaning within the context of this policy

Notice of Decision A written communication from the Office of Admissions to a prospective student notifying of admission or denial to ETSU.

Policy History

Effective Date: March 24, 2017

Revised Date: February 23, 2018

June 30, 2021

Procedures

The procedure for the appeal process is as follows:

The Admissions and Readmission Appeals Committee reviews an appeal that meets the requirements of this policy and makes a recommendation to the Provost within five (5) business days of receipt of the appeal.

The Provost or designee will inform the Office of Admissions of the final decision. The Office of Admissions will notify the prospective student in writing of the decision within one (1) business day of the decision.

Procedure History

Effective Date: March 24, 2017

Revised Date: January 25, 2018

June 30, 2021

Related Form(s)

N/A

Scope and Applicability

Primary: Academics